

## استمارة تحليل وظيفي JOB ANALYSIS QUESTIONNAIRE

### 1. Job Identification: التعرف الوظيفي

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Preparation date: \_\_\_\_\_ Prepared by: \_\_\_\_\_

### 2. The Purpose of the Job: ملخص عام للوظيفة

Write in short (one paragraph) on the general nature of the job and its major functions/activities.

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### 3. Relationships: العلاقات الوظيفية

Reports to: \_\_\_\_\_

Supervises: \_\_\_\_\_

Works with (on premises): \_\_\_\_\_

Outside the company: \_\_\_\_\_

### 4. Tasks, Duties and Responsibilities: المهام والمسؤوليات الرئيسية للوظيفة

a. List the tasks he/she performs in order of importance and the % of time for each.

<b>Serial</b>	<b>Tasks Performed</b>	<b>% of time</b>
<b>TASK # 1</b>		
<b>TASK # 2</b>		
<b>TASK # 3</b>		
<b>TASK # 4</b>		
<b>TASK # 5</b>		
<b>TASK # 6</b>		
<b>Total</b>		<b>100%</b>

b. List the actions / activities carried out to accomplish each task.

المهام والمسؤوليات التفصيلية للوظيفة

Actions done in task #1

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Actions done in task #2

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Actions done in task #3

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Actions done in task #4

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Actions done in task #5

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Actions done in task #6

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5. Authorities: الصالحيات الأساسية للقيام بمهام الوظيفة

- a. Decision Making (Limited and Unlimited):

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- b. Supervision (Direct and Indirect):

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- c. Budgetary Limitations:

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6. Working Conditions طبيعة العمل

- a. Schedule (i.e. working days and working hours)

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- b. Location ( i.e. indoors or outdoors )

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- c. Hazards subjected to

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- d. Work aids: (i.e. tools, equipments or machines he/she uses to accomplish his/her work)

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**7. Standards of Performance:** معايير قياس الأداء الهامة للقيام بمهام الوظيفة

List the major KPIs for each of the previously mentioned tasks

Serial	Key Performance Indicators (KPIs)
<b>TASK # 1</b>	1. 2. 3.
<b>TASK # 2</b>	1. 2. 3.
<b>TASK # 3</b>	1. 2. 3.
<b>TASK # 4</b>	1. 2. 3.
<b>TASK # 5</b>	1. 2. 3.
<b>TASK # 6</b>	1. 2. 3.

**8. Human Requirements to fill this job:**

**a. Knowledge:** متطلبات أساسية للقيام بمهام الوظيفة

- i. Education (Must)

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- ii. Training Courses (Plus or Must)

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- iii. Minimum Years of Experience

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**b. Skills (acquired)** مهارات أساسية للقيام بمهام الوظيفة

i. Computer Skills (mention the level)

ii. Language Skills (mention the level)

iii. Soft Skills (mention the level)

iv. Other Skills (mention the level)

**c. Abilities(talents)** امكانيات / قدرات أساسية للقيام بمهام الوظيفة

i. Mental abilities (mention the level)

ii. Physical abilities (mention the level)

iii. Numerical abilities (mention the level)

iv. Other abilities (mention the level)

توقيع المشرف المباشر: Direct Supervisor:	Date
توقيع مدير الإدارة: Department Head:	Date
توقيع مدير الموارد البشرية: HR Manager:	Date